

# The ACT for Tennessee Statewide Test

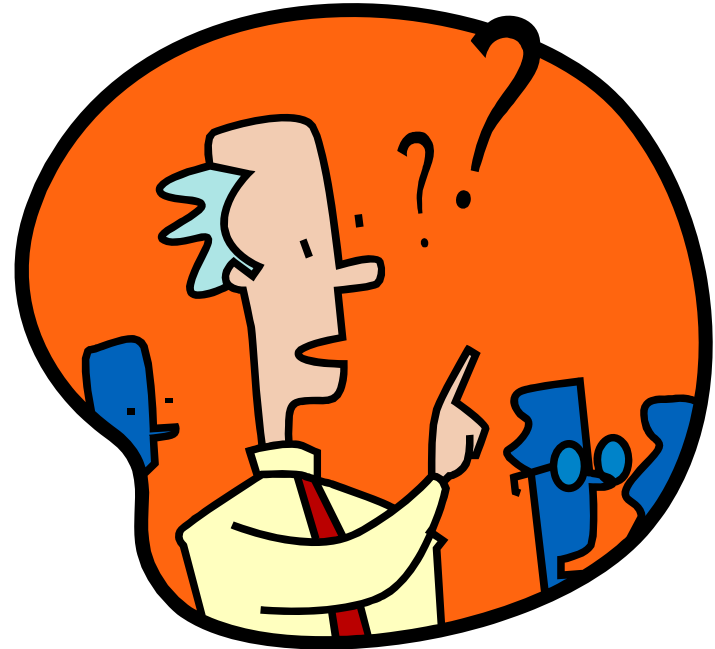


## **2009 Training Workshops for Testing Staff**

**Presented by TDOE and ACT**

# Why are we here?

- **Overview of purpose and participants**
- **Detailed explanations of procedures**
- **To help you have a smooth test day**

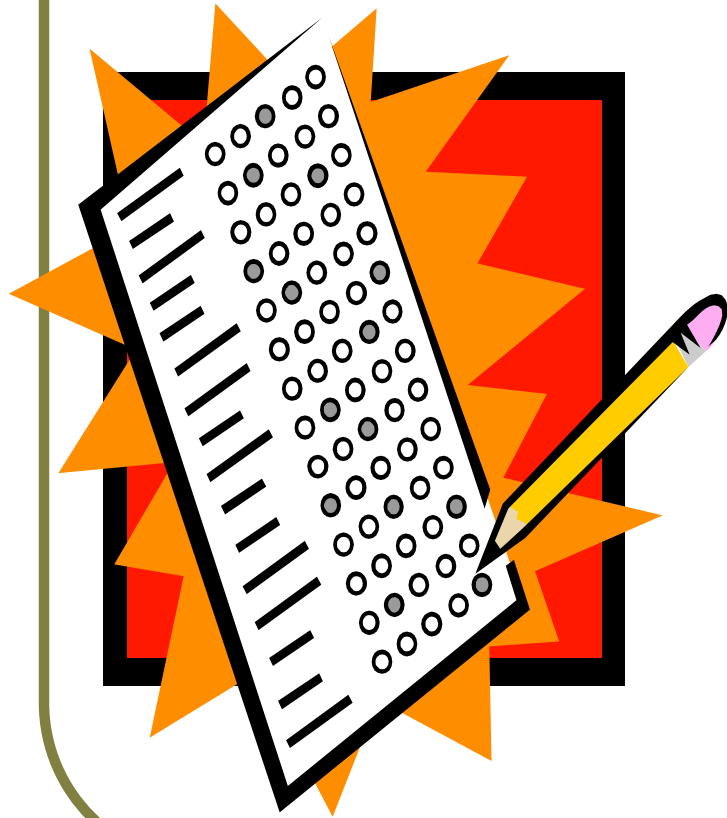


# Workshop agenda



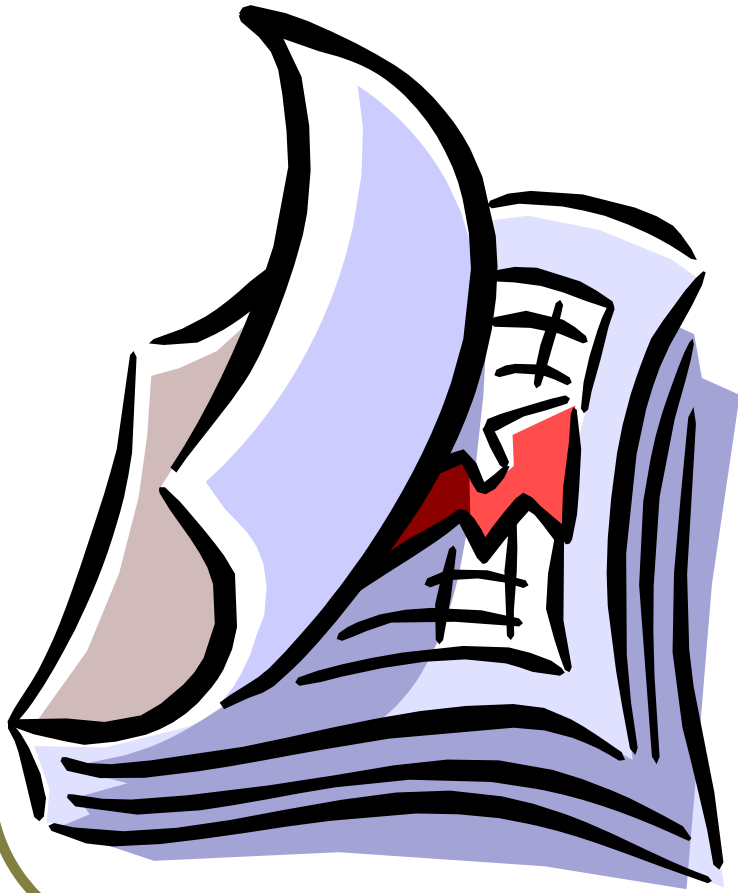
- **The ACT for Tennessee Statewide Test Overview**
- **Test Administration**
  - Policies
  - Pre-Test
  - Test Day
  - Post-Test
- **Test Accommodations**
- **Questions**

# Is this a “real” ACT test?



- **Form is equivalent to other ACT test forms**
  - **English, Mathematics, Reading, and Science**
  - **Administration must meet standard testing requirements**
  - **College reportable scores to all colleges and universities in the US**
  - **NCAA accepts STATE testing scores**

# How will ACT results be reported?



- **Type of Testing - STATE**
- **Student Reports**
- **High School Reports**
- **Colleges and Universities**
- **Summary Reports – Sent to schools in October**

# The ACT National Testing- Voucher

- **Grade 11 students should take the test on April 22nd. Individual grade 11 students, who are unable to test on April 22nd, may use a voucher to test on a National Test Day.**
- **A voucher may be used one time to register a student for a single National Test Date.**



# The ACT National Testing- Voucher

- **Once the voucher is registered, the voucher is considered “used,” and the District will be invoiced for the test – even if the registered student does not take the test.**
- **Grade 12 students may not participate in the April 22nd weekday testing.**



# The ACT National Testing- Voucher

## National Test Dates:

February 7, 2009

April 4, 2009

June 13, 2009



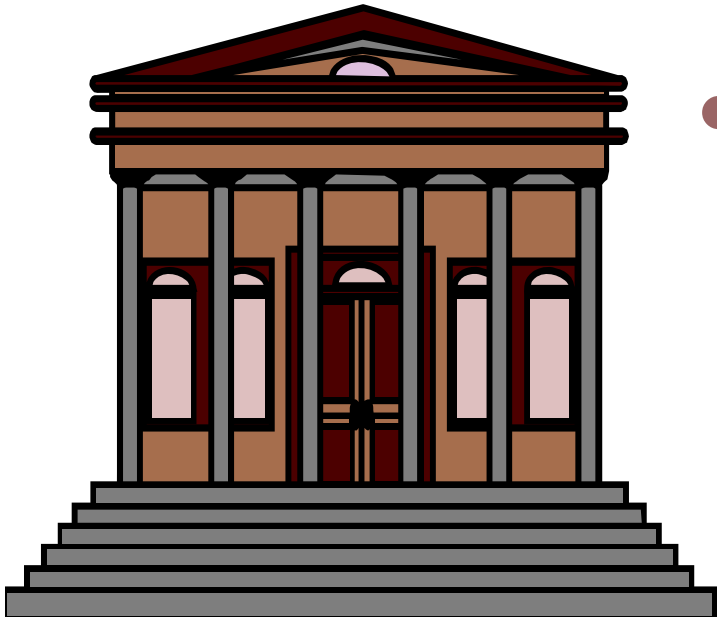


# The Basics – The ACT for Tennessee Juniors

- **April 22, 2009 Initial Administration**
- **All Grade 11 public school students**
- **Every School Must Appoint:**
  - **Test Supervisor**
  - **Back-Up Supervisor**
  - **Test Accommodations Coordinator (TAC)**



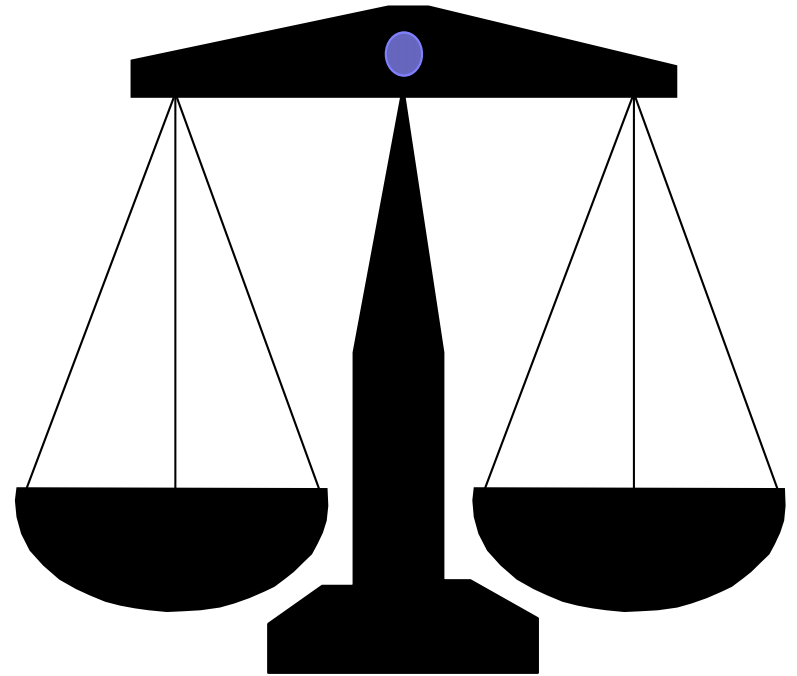
# Acceptance of ACT scores from a state administration



- **All Tennessee and U.S. colleges and universities will accept scores from Tennessee's weekday test administration**

# ACT policies

- **Protect integrity of testing program**
- **Protect you from allegations**
- **Apply to initial and accommodations testing**



# Standardized procedures

- ***Supervisor's Manual of Instructions***

- **Standard Time Manual**
- **Special Manual (Testing with Accommodations)**

- **All staff must read & follow**

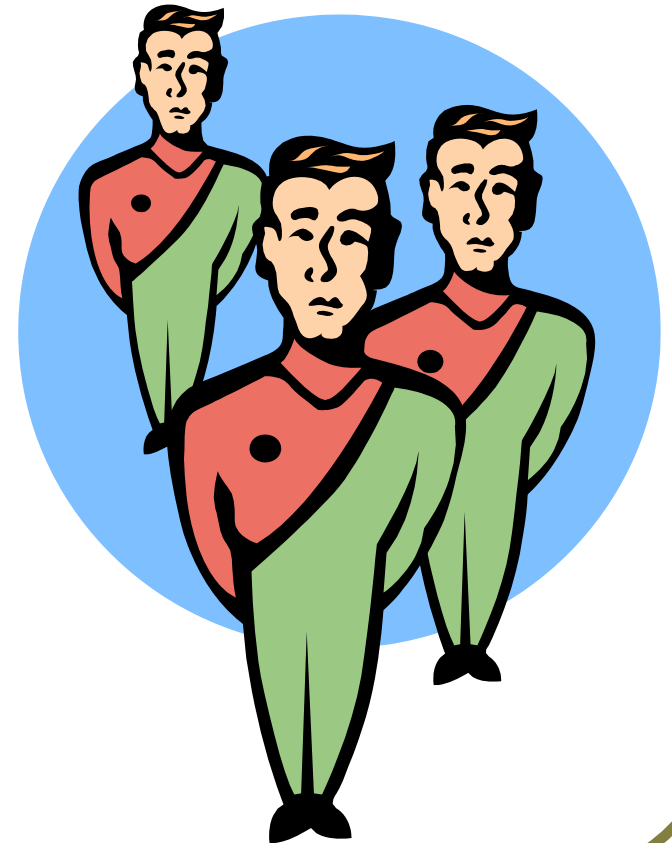
- **Responsibilities:**

**Supervisor & Back-up (p. 7)**

**TAC (p. 9)**

- **Verbatim verbal instructions**

- **Uniform procedures**



# Authorized dates and times

- First activity of morning
  - Must begin by 9 am
  - No afternoon or evening testing
- No “Early Bird” testing
- Accommodations window
  - April 22 through May 6

**STATE  
Test Date  
April 22**



# ACT Standard Testing Requirements



- **Facilities**
- **Personnel**
- **Security**
- **Exact Timing**
- **Test Day Documentation**

# Pre-test:

(p. 4) (p. 6)

## Selecting/preparing rooms



- **Desks & surfaces**
- **Face same direction**
- **Spacing**
- **Bulletin boards**
- **Temperature and lighting**
- **Limited distractions**
- **Off-site facilities**
- **Materials provided by school**

# Staff selection

(p. 7) (p. 9)

- **No students, parents, volunteers or potential future examinees**
- **Integrity**
- **Available for entire test session**





# **Standard Time** Testing staff roles



- **Room Supervisors**
  - Same person all session
  - One for each room
- **Proctors**
  - 26-50 examinees, one proctor
  - Each additional 25, one more Proctor
  - “Roving” Proctor
  - Proctor “shifts”

# Restriction on test preparation

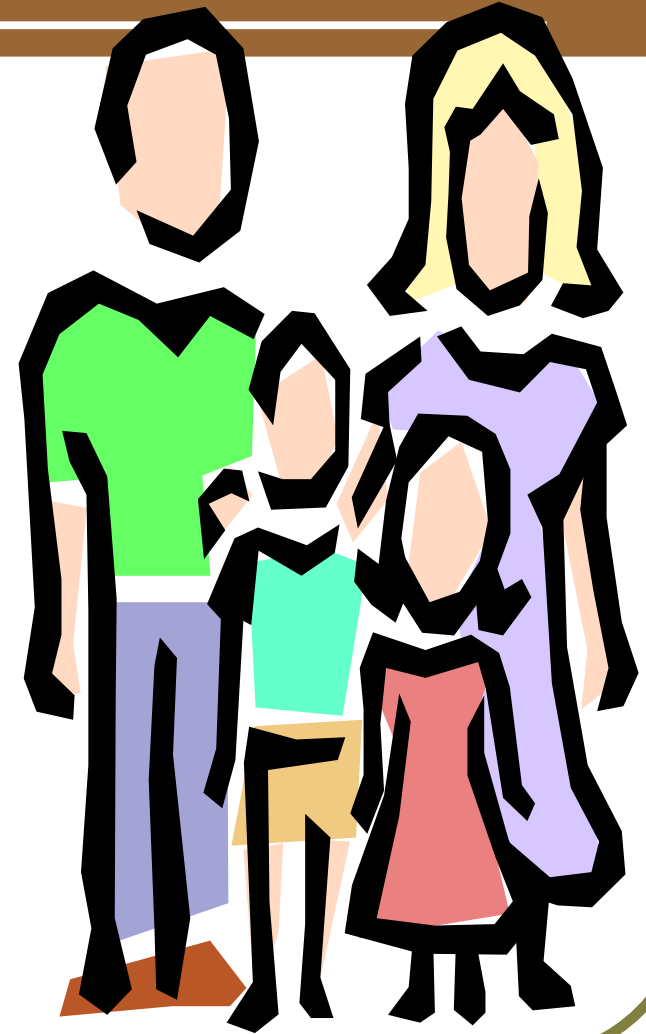
- **No ACT test preparation activities during current year for *commercial gain***
- **Allowed only if:**
  - Test prep part of regular job responsibilities
  - Employer not a commercial enterprise



# Relatives testing

(p. 2) (p. 4)

- **Supervisor/Back-up/TAC**
  - Prior access, so no relatives testing as part of State Testing
- **R/S and proctors**
  - Not in the same rooms
- **Avoids appearance of conflict of interest**
- **Protects staff and related examinees**



# Relatives Testing - Definition

- **Relatives are defined as:**

<b>children</b>	<b>in-laws</b>
<b>stepchildren</b>	<b>spouses</b>
<b>grandchildren</b>	<b>wards</b>
<b>nieces</b>	<b>siblings</b>
<b>nephews</b>	



# Before test day: Local training session required



- Discuss before test day
  - Policies
  - Pre-Test duties
  - Test Day assignments
  - Post-Test procedures
- Read
  - *Supervisor's Manuals*  
*Training Outline*  
*(p. 55) Standard Time Manual*  
*(p. 75) Special Manual*

# Attentiveness during testing



- Read only *Supervisor's Manual of Instructions*
- Walk around the room!
  - Discourage prohibited behavior
  - Answer questions
- Must not engage in non-test related activities:
  - Grade papers
  - Read books
  - Talk casually
- No food or drink in test room!

# Non-secure materials

- To arrive 5 weeks prior to the initial test date
- To Test Supervisor
  - *Supervisor's Manual*
  - *Taking the ACT for State Testing*
  - Answer Folders (blank)



# Pre-test : Answer Folder Pgs 1, 2, 3 & 6

- Pre-test session held before test day
- ALL students, including any with accommodations
- School-supervised non-secure session(s)  
**Verbatim instructions**





# Collect and Organize: Completed Answer Folders



- **Collect folders (keep secure)**
- **Student reminders**
  - Bring #2 pencils
  - Bring permitted calculator
  - Bring required ID
    - Especially important for schools testing at another school!
- **Plan for redistribution**
  - Give TAC answer folders of students testing with accommodations

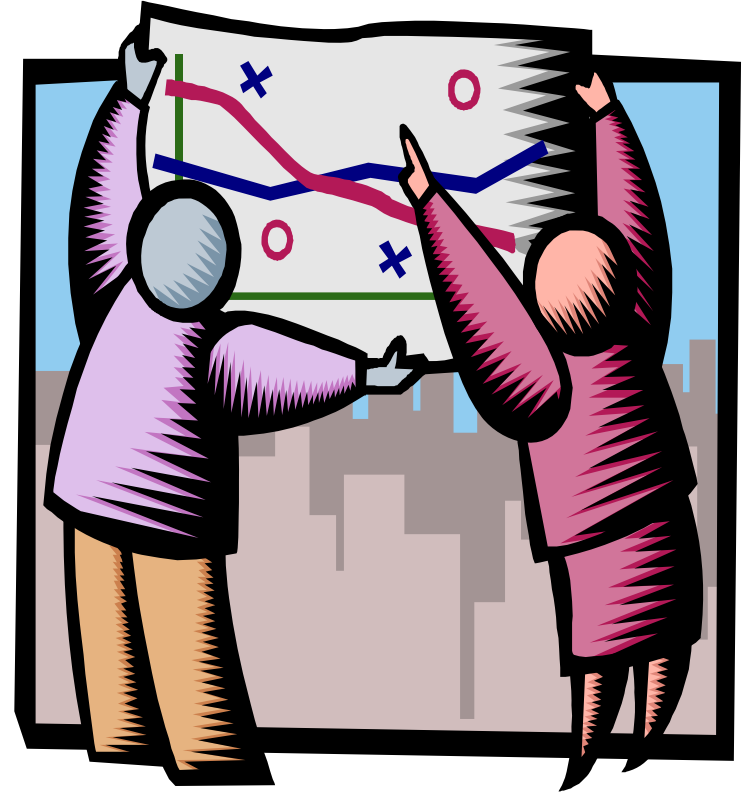
# Staff: Answer Folder Pages 1 & 6

- **Tennessee Answer Folder**
  - **Block K: ACT H.S. Code**  
(If necessary)
  - **Block S: Local ID Number**  
(Optional)
  - **Block U : State ID Number**  
(Must be completed)
  - **Block V: State Use Only**  
(Do not complete)



# Test day pre-planning

- Review rooms
- Organize answer folders
- Prepare rosters
- Assign staff
- Prepare test day materials
- Practice verbal instructions

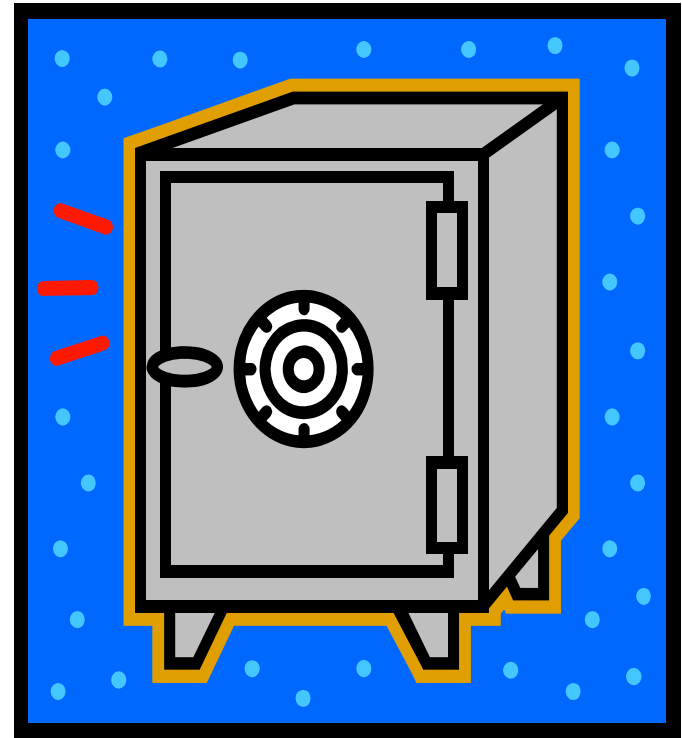


# Standard Time

## Secure materials (week of April 13)

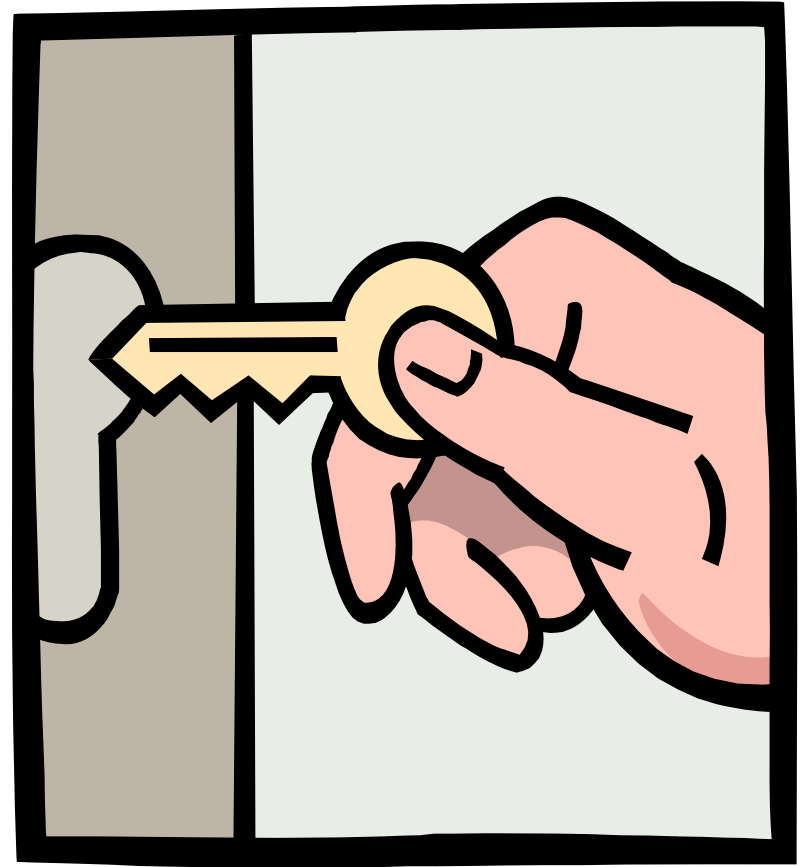
- **To Test Supervisor**
  - **TEST BOOKLETS**
  - Supervisor's Report Form
  - Return envelopes
  - Packing instructions

**KEEP Carton(s) for return**



# Security of materials

- Check-in immediately
- Problems call ASAP
  - 800-553-6244
    - ext. 2800 Standard Time
    - ext. 1788 Accommodations
- “Two Lock Rule”
- Treat as you would a large sum of \$MONEY \$
- Documented “Chain of Custody”



# Test Day: Briefing session



- **Room Supervisor & Proctor arrival**
  - at least 30 minutes early
- **Review procedures**
- **Last-minute details**
- **Hand-delivery of test materials**
  - Document with Test Booklet Count Form (p. 43)

# Observers

- **Authorized Observers**
  - ACT
  - TDOE
  - Letter and ID
- ***Unauthorized* Observers**
  - Media
  - Test prep companies
  - Parents
  - School Board members



# Examinee ID requirements (p. 18) (p.19 )



- **Personal recognition by school staff**
  - Not friends or parents
  - Not via phone calls
- **YEARBOOK!**
- **Current official photo ID** – driver's license, school id, passport
- **ID letter, notarized statement**
- **Unacceptable** – Birth certificate, bank or credit cards, S.S. Card
- **Complete list is in your manual!**



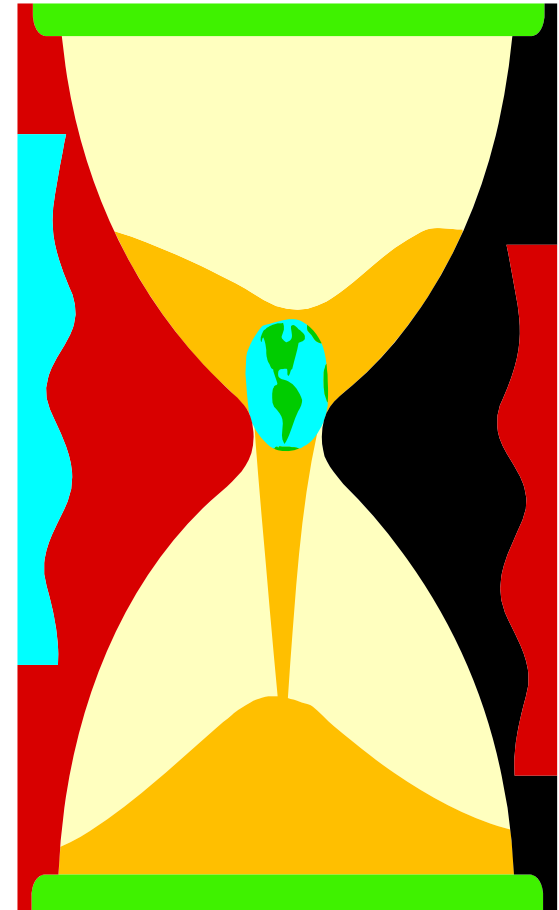
# Admitting examinees



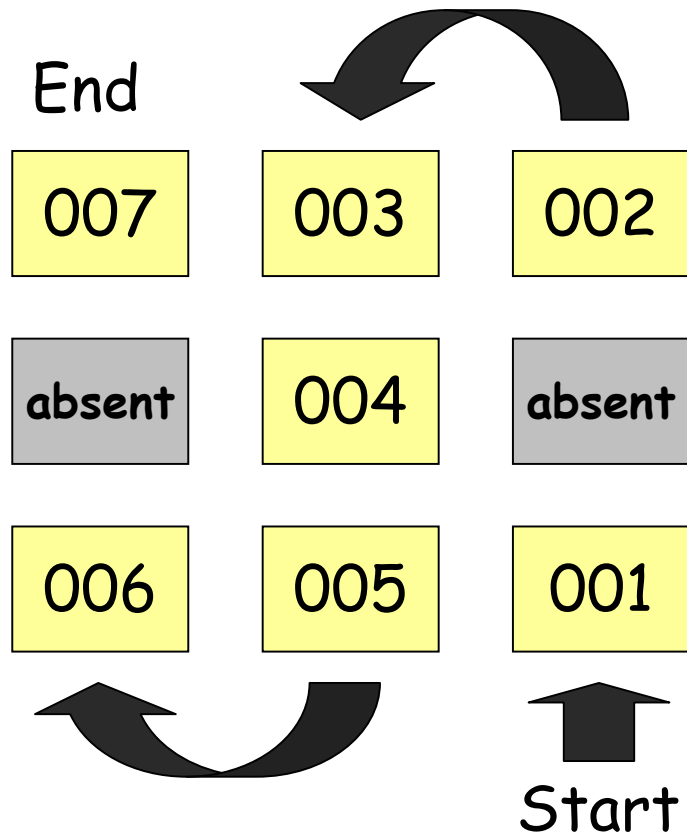
- Check IDs and mark rosters
- Direct students to seats
  - Alphabetical OK
  - Left/right and front/back
  - Be “dramatic” about it
- No late arrivals
- No food or drink
- No cell phones

# Test day schedule (Standard Time, p. 17)

- **ACT English** *45 min.*
  - *(no break)*
- **ACT Mathematics** *60 min.*
  - *(15 min. break)*
- **ACT Reading** *35 min.*
  - *(no break)*
- **ACT Science** *35 min.*



# Distribution of Test Books



- After students are seated
- Only when prompted by verbal instructions
- In unbroken, sequential order
- Only to those present
- Individually, one-by-one

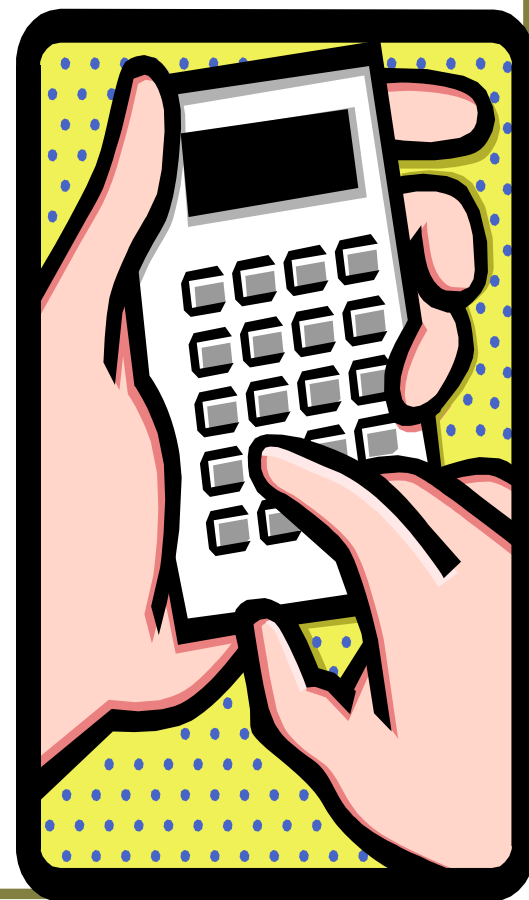
# Exact timing of tests

- Use more than one timepiece
- Time each room individually
  - No “central” timing
- Record times in *Supervisor's Manual*  
Standard Time: Testing Time  
Verification Form (p. 47)  
Special Testing: Accommodations  
Administration Report (p. 61)
- Don't miss 5-minute warning



# Permitted calculators (p. 11-12) (p. 14)

- Details in student booklets or at [www.actstudent.org](http://www.actstudent.org)
- Prohibited features - see list
- Do not clear calculators
- Check before Test 2 (Math) starts
- Permitted calculator is ultimately the student's responsibility



# Standard Time

## 15-minute break after Test 2 (p. 21)



- **Not lunch**
- **Remind students to be quiet**
- **No cell phone usage**
- **Room attended at all times by staff**
- **If students don't return on time**
  - **Resume testing**
  - **No makeup time**
  - **Irregularity Report**

# Group Irregularities

(p. 32) (p. 54)



- Document and call ACT if:
  - Inclement weather
  - Power failure
  - Emergency evacuations
  - Major disturbance
  - Missing materials
  - Mistiming
- Ph: 800-553-6244
  - ext 2800 Standard Time
  - ext 1788 Accommodations
- Document minor distractions

# Individual irregularities

(p. 33) (p. 55)

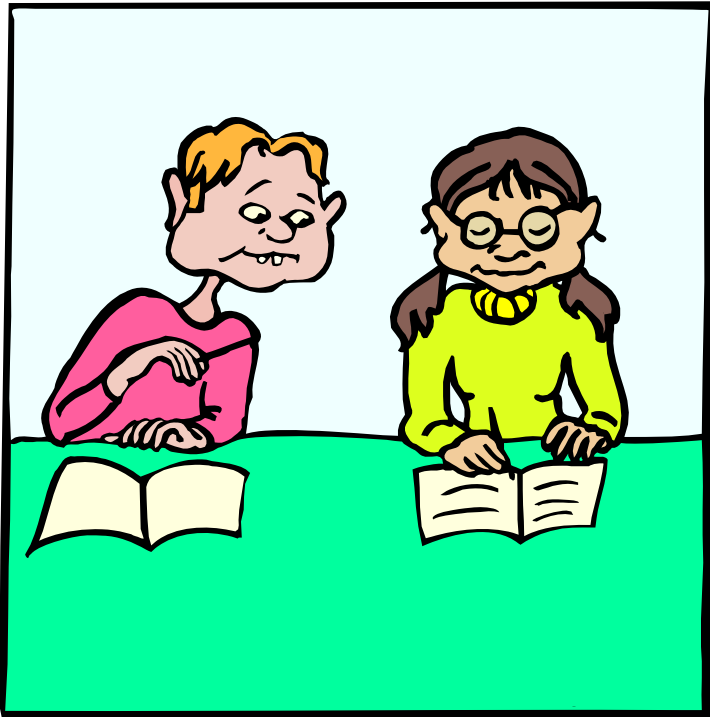


- **Defective materials**
  - Replace (standard time)
- **Examinee illnesses**
- **Marking in future section of folder**
- **Irrational behavior**
- **Document everything**



# Individual irregularities

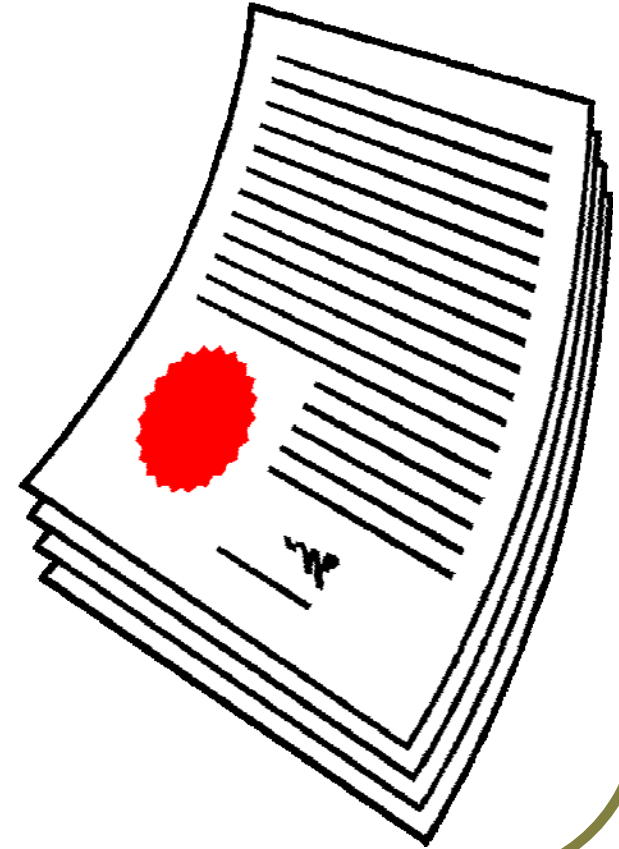
(p. 33) (p. 55)



- **Prohibited behaviors**
  - Creating disturbance
  - Giving/receiving help
  - Previous test section
  - Beyond time
  - Calculator issues
- **Void answer folder**
  - No makeup test
- **If security breach**
  - Call ACT
- **Document everything**

# Post-test: ACT Test Day Documentation

- **Test Roster** (p. 41)  
(Provided by ACT Special Testing)
- **Irregularity Report** (p. 49) (p. 67)
- **Seating Diagram** (p. 45) (p. 63)
- **Test Booklet Count Form**  
(Standard Time Only; p. 43)
- **Testing Time Verification Form**  
(Standard Time Only; p. 47)
- **Accommodations Admin. Report**  
(Special Testing only; p. 61)
- **Testing Staff List** (p. 51) (p. 65)



# Standard Time: **GREEN** ink envelope

- **ACT ANSWER FOLDERS FOR PROCESSING**
  - Supervisor's Report Form
  - Used Answer Folders to be scored



# Standard Time: **RED** ink envelope



## ● ACT TEST ADMIN. FORMS

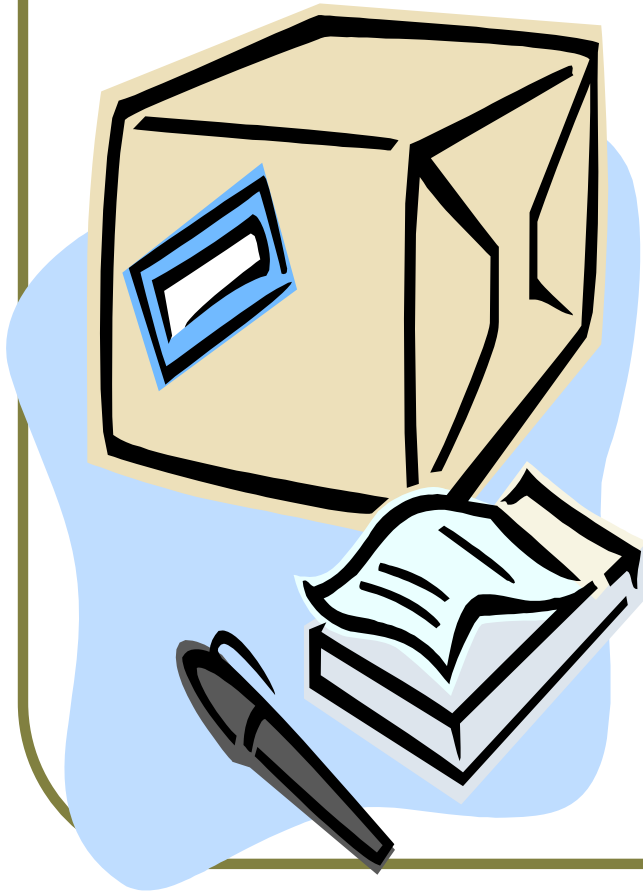
- Irregularity reports
- Void answer folders
- Test Roster(s)
- ID Letters (*if any*)
- Test Booklet Count Form(s)
- Testing Time Verification Form(s)
- Seating Diagram(s)
- Testing Staff List

# Standard Time Materials:

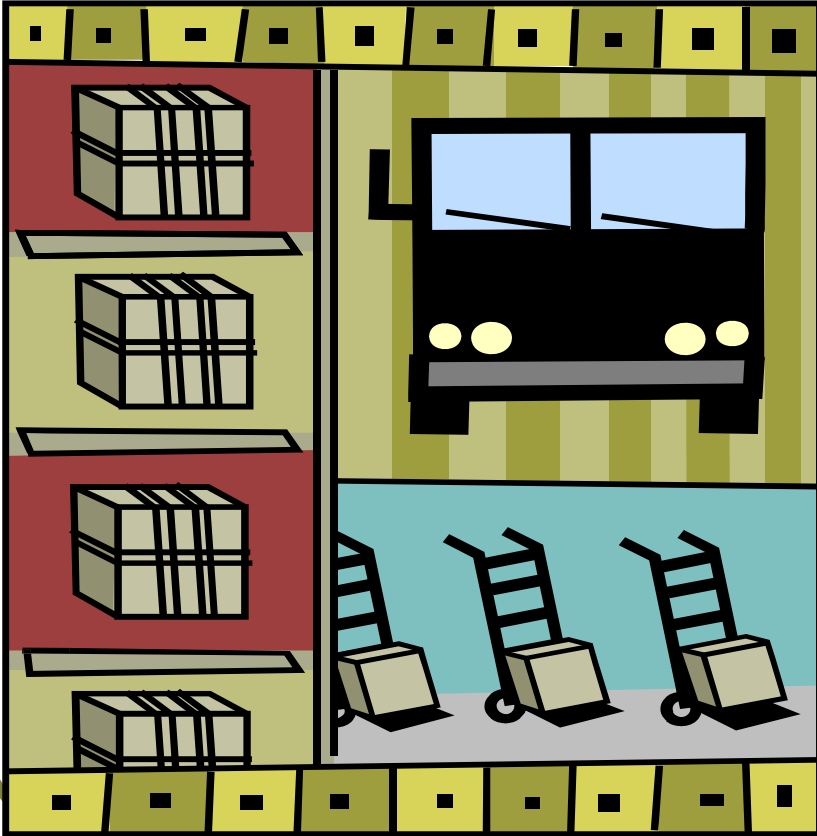
## Packaging for return (p. 38)

### Follow Packing Instructions

- Unused test booklets
- Used test booklets
- Packing List
- Used *Supervisor's Manuals*
- Answer folder envelope(s)
- Envelope of completed test administration forms
- Seal and keep secure



# Return Shipping: FedEx will Pick Up



- **Pre-scheduled FedEx pickups**
  - Thursday, April 23
  - Thursday, May 7  
(accommodations testing materials)
- **Call ACT if FedEx does not arrive**  
Ph: 800-553-6244 ext 2800

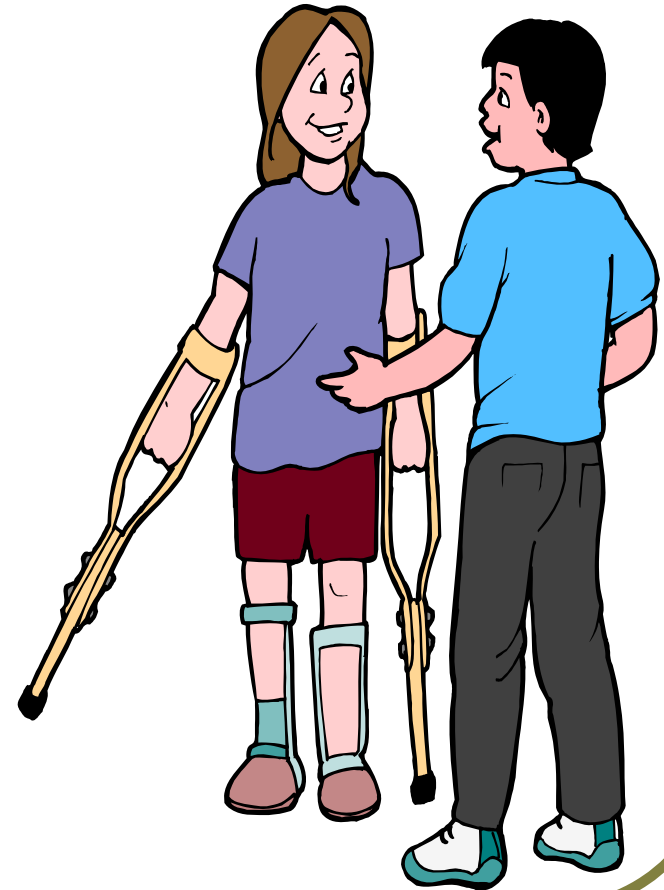
# Test Accommodations

- **For Test Accommodations Coordinators and Test Supervisors**
- **We will discuss:**
  - Who makes the decisions
  - Materials security & organization
  - Administration procedures
  - Return of materials



# Locally Approved Accommodations

- **Standard time limits with normal breaks**
  - Regular type
  - No special test format
- **Examples**
  - Wheelchair access
  - Sign language interpreter for spoken instructions (not items)
  - Seating at front of room
  - Separate room





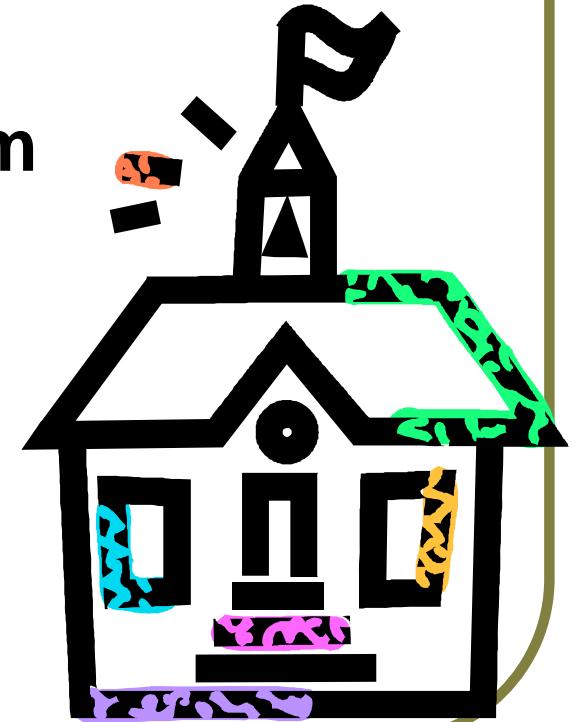
# ACT-Approved Accommodations

- Approval from ACT required if documented disability and request:
  - ☒ Extended time
  - ☒ Multiple days
  - ☒ Alternate formats
    - Cassette tapes
    - Audio DVD's
    - Large type
    - Reader
    - Braille
- Deadline to return *Requests for ACT-Approved Test Accommodations* to ACT is February 2
- If approved by ACT, testing window: April 22- May 6



# State-Allowed Accommodations

- **If student does not meet criteria for ACT-Approved Accommodations, school may apply for State-Allowed Accommodations**
  - Application to ACT by March 6
- **Separate Materials and Testing Room**
  - Do NOT test with ACT-Approved
- **Accommodations Testing Window:  
April 22 – May 6**
- **Scores only for state assessment**
- **No scores to colleges**



# Secure Materials for Students with ACT-Approved Accommodations

- **To TAC**
  - ACT-Approved Preliminary Roster ~ arrives week of March 9 in schools
  - Week of April 13
    - ☒ Final Roster/Student letters
    - ☒ Test Materials
    - ☒ Administrative forms
- **Keep ACT-Approved & State-Allowed materials and administrations separate**
- **KEEP Cartons for return**



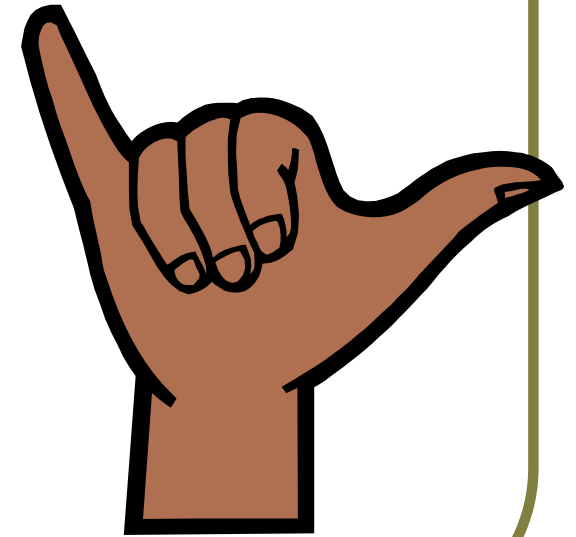
# Materials Security and Organization



- **Test Materials and Rosters must be kept SECURE**
  - Keep in locked storage
  - Confidential information
- **Individual Packet for each approved student**
  - Only for named student
  - Only the approved accommodation(s)
- **Decide number of rooms and assign staff - separate room for each timing code**

# Accommodations Testing - Testing staff roles

- **Room Supervisor for each room** (p. 9-11, 69, 71)
  - Same timing code per room
- **Proctor - if more than 10 examinees in a room**
- **Reader (if approved by ACT)**
  - Also serves as room supervisor
  - Must sign agreement (p. 69)
- **Sign Language Interpreter**
  - For spoken instructions
  - If ACT approved signing test questions, must sign agreement (p. 71)



# Extended-time Testing Procedures

## Do not mix timing codes

- Tests in proper sequence
- If separate sessions/days, must complete test
- Never left unattended
- School bells allowed
- May reschedule within two-week window
- Document time used



# Other Administration Requirements

- **Same staffing standards**
  - No coach if student-athlete
- **Reader = ONE examinee**
- **Group testing OK for cassettes with earphones**
- **Transfer responses from large type worksheets or test booklets**



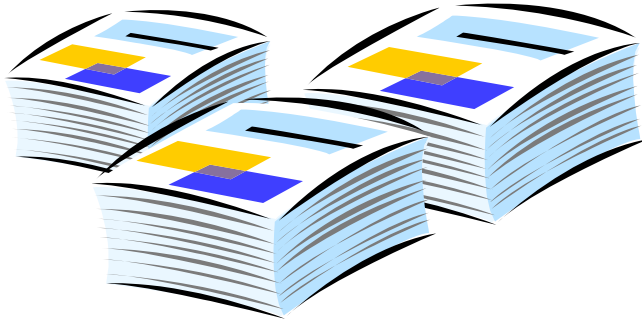
# Return of Accommodations Materials



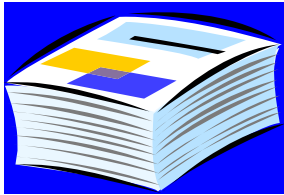
- **ACT-Approved Accommodations**
  - Use **BLUE** ink envelope
  - Complete envelope checklist to be sure all materials included
  - Follow packing instructions
- **State-Allowed Accommodations**
  - Use **BROWN** ink envelope
  - Complete envelope checklist to be sure all materials included
  - Follow packing instructions
- **May 7 - FedEx will pick up**



# Keep Test Administrations and Materials Separate!



- If not, scores may be voided or delayed



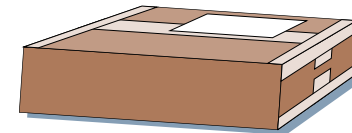
**Standard  
Time**



**ACT-Approved  
Accommodations**



**State-Allowed  
Accommodations**



# Success for you and your students

## ***Avoiding the Pitfalls***

- **Testing must begin by 9 am**
- **Pre-test session: *NOT* on test day!**
- **Administer tests in order: Test 1, Test 2, etc.**
- **Accommodations testing: don't mix timing codes, don't mix State-Allowed and ACT-Approved**
- **Test materials: no transferring or sharing between schools**
- **If in doubt, always contact ACT with questions!**



# Questions?

- **Administration issues**
  - ACT: 800-553-6244 ext 2800
  - [tntest@act.org](mailto:tntest@act.org)
- **Accommodations questions**
  - ACT: 800-553-6244 ext 1788
  - [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
- **Program issues**
  - TDOE: 615-253-6031
  - [mary.e.taylor@state.tn.us](mailto:mary.e.taylor@state.tn.us)

